



## External/Lay Trustee Board Member Job Description

### Role Summary

- To work with the other Trustees of the Students' Union to ensure the long term future of the Students' Union.
- To bring experience, knowledge and ideas to the Trustee Board to enhance the Students' Union performance.
- To work in partnership with the CEO and staff of the Students' Union to run an effective charity.

### General Responsibilities

- To ensure that Sheffield Hallam Students' Union complies with all legal and regulatory requirements, including its Governing Documents, Charity Law, and any other relevant legislation or regulations.
- To be responsible, along with the other Trustees, for monitoring and evaluating the performance of Sheffield Hallam Students' Union, using any specific skills, knowledge or experience to reach an informed decision.
- To ensure that Sheffield Hallam Students' Union uses its resources exclusively in the pursuance of its own objects.
- To work in partnership with the other trustees, the Chief Executive, senior staff and students (in an organised or individual capacity) to ensure that Sheffield Hallam Students' Union has a clear strategic direction, vision and mission that meets the needs of its members.
- To be an ambassador for Sheffield Hallam Students' Union in safeguarding its reputation and values.
- To ensure effective and efficient administration of Sheffield Hallam Students' Union.
- To protect and manage the property of Sheffield Hallam Students' Union and to ensure the proper investment of Sheffield Hallam Students' Union funds.
- To agree any delegated authority and ensure such delegated authority is expressed clearly and openly.
- To act with integrity and avoid or declare any conflict of interest.